

**Office of the Provost and Vice President for Academic Affairs
University of Rhode Island**

SABBATICAL LEAVE CRITERIA AND GUIDELINES

The University will be accepting and reviewing sabbatical leave applications for the 2024-2025 academic year. Through Interfolio, sabbatical applications should be forwarded by the department chair to the dean's office by September 15, 2023. The dean's recommendation must be forwarded through Interfolio for provost's office review by October 15, 2023.

Please refer to §22.1 of the *Agreement between the RI Board of Trustees and URI Chapter/American Association of University Professors* for outlines of the policies and procedures concerning sabbatical leaves.

SABBATICAL LEAVE CRITERIA AND GUIDELINES

The following list of criteria and guidelines should be used by faculty members preparing sabbatical leave applications for the 2024-2025 academic year. The order below is not intended to indicate their relative importance.

A. CRITERIA

1. **Value and Professional Growth:** the sabbatical leave activity will be judged by the faculty member's department chair and dean and the sabbatical review committee to be of value to the University and to have an important contribution to the applicant's professional growth and/or to the applicant's field.
2. **Uninterrupted Time and Location:** the sabbatical leave activity should be of a nature that could not normally be pursued or pursued as expeditiously while the faculty member is engaged with his or her regular academic responsibilities. The sabbatical leave is intended to provide an uninterrupted period for scholarly enrichment. The location of the sabbatical leave must be related to the purpose of the leave and scholarly activities. The faculty member should describe the importance of the sabbatical leave location.
3. **Scholarship and/or Retraining:** the sabbatical leave activity should involve original scholarship and research or retraining and updating to meet the goals and needs of the University. In either case, the applicant should indicate the importance of the leave activities and the preparation that has gone into the proposed project.
4. **Past Performance or Potential for Effectively Using Sabbatical:** the past performance of the applicant and/or the applicant's potential for effectively using the sabbatical leave will be

evaluated to determine the likelihood of successfully completing the proposed project. The department chair and dean should pay special attention to the applicant's past performance on sabbatical leaves and/or during periods when the applicant was supported by summer faculty fellowships or research grants. In cases where past performance may be inadequate, the applicant's need and potential for effectively using a sabbatical leave, as well as the needs of the University, should be considered.

5. Specific Plan: the sabbatical leave applicant's proposal must be sufficiently specific and detailed to demonstrate that the applicant has a well-designed project and reasonable assurance that this activity can be completed within the period of the sabbatical leave.

B. APPLICATION GUIDELINES - Faculty members should follow the guidelines listed below in preparation of sabbatical leave applications:

1. **The written text of the sabbatical leave proposal should not exceed five (5) typewritten pages** (excluding curriculum vitae, appendices, letters, bibliography, etc.).
 - a. The applicant should be **specific about the intended outcome of the leave activity** in the sabbatical proposal. (If the applicant intends to finish a book, for example, an outline of its contents should be provided in an appendix.). Book projects benefit from a publisher's contract or letter of interest.
 - b. The applicant should describe the **specific methods** by which the research, scholarly activities or training will be accomplished (sampling techniques, statistics, artistic media, etc.) in sufficient detail to allow the sabbatical review committee to make an evaluation of the proposed activities.
 - c. Specific logistical arrangements for the use of laboratory space, studio space, or library facilities should be documented by the applicant. If relevant, a letter of invitation should be included.
 - d. A timeframe should be noted for accomplishing sabbatical leave goals. The applicant should indicate what portion of the research, writing, or other scholarly activity he or she hopes to complete during the stated period of the sabbatical leave. This is especially important if it is time rather than special facilities that an applicant requires to complete a project.
2. A short bibliography relevant to the activity being proposed should follow the written proposal.
3. Appendix A of each proposal must include a one-page summary by the applicant of past performance of the applicant and/or the applicant's potential for effectively using a sabbatical leave. Faculty members who have taken previous sabbatical leave should include the report of

sabbatical activities (see §21.1.D.3 of the collective bargaining agreement) from their most recent sabbatical.

4. Where deemed appropriate by the applicant, evaluations of the project should be appended. The reason for this request is to provide reviewers with a basis for evaluating the proposal. Other appendices could include the aforementioned letters of invitation from other institutions, book contracts, letters of interest from publishers and/or funding agencies, etc.
5. The applicant should supply a current abbreviated **curriculum vitae (maximum of three pages)** that is **relevant** to the sabbatical leave activity being proposed. **Please list publications and scholarly activities since the date of your initial appointment or your last sabbatical leave.**
6. The Sabbatical Leave Form, with all necessary approvals should accompany the proposal.
7. Do not include information about the need for replacement on the form or in the proposal.
8. Faculty who seek extramural support for their sabbatical activities are urged to contact the Research Office for support.